

Portville Free Library
Monthly Trustee Business Meeting January 12, 2026

Roll Call and Call to Order:

- Present – Pres. Ronda Pollock, VP Terri Batt, Treasurer Heather Wray, Manager Beth Marvin, Barb Fairbanks, Bri Barlow, Secretary Bill Sponsler. Absent – Note: Jean Smith resigned effective January 9, 2025

Meeting was called to order by Pres. Ronda Pollock

Vote for members and leadership

- Those up for reelection are Bill Sponsler, Heather Wray, Brianna Barlow and Barb Fairbanks. Since they all agreed to continue for another 3-year term, the President directed the Secretary to cast one ballot in favor.
- Positions: President- Ronda Pollock, Vice President- Terri Batt, Secretary- Bill Sponsler, Treasurer- Heather Wray. Since they all agreed to continue for another year, the President directed the Secretary to cast one ballot in favor.

Secretary's Report:

- December 8, 2025 minutes – Accepted.

Treasurer's Report:

- CRCF – Jan 1, 2025 balance/monthly ending balance (date): \$40,371.85/\$ NA (EOY not available yet).
 - Agency fund balance only
- Trusts – Jan 1, 2025 balance/monthly ending balance (date)
 - William Dusenbury (Joint w/ Village, income only) - \$1,034,131.63/\$1,129,529.12 (12/31/25)
 - Duncan Dusenbury (income only) - \$256,798.70/\$301,132.18 (12/31/25)
- The report was accepted as corrected. The bank statement received section contained an amount from unknown entity Bonterra Tech so Heather entered it as uncategorized until she found out that it was a matching donation related to the CRCF day of giving. It's now in the donations category. \$79.59 under N. Marvin in expenses was moved to Jean Smith for the purchase of a PCS year book.

Manager's Report:

- Water bill/toilet – The toilet in the basement bathroom was repeatedly flushing and refilling for an unknown amount of time, resulting in a bill about twice the normal amount. Bob Johnstone replaced two parts.
- Lift – issues again. Took 3 weeks before service was performed. A door switch was turned off, under a removable cover. The repairmen indicated that someone must have turned it off, but it's under a cover, so why would anybody think to do so?
- WISE – Stay healthy programs provided by Trinity and CASA for seniors 10:30-12:00 on Tuesdays, January 27 – March 3.
- Richard Esposito will be returning for another financial tips program on January 29 from 6:00-8:00PM.
- Sam Warren, a mycologist, may provide a program related to mushrooms. Beth has yet to contact him.
- December 2025 Circulation update – Total 1210, up 102 from last year, up 105 from last month.
 - Adult fiction 265, up 4 from last year, down 1 from last month.
 - Adult nonfiction 75, up 40 from last year, up 48 from last month.
 - Juvenile fiction 544, down 28 from last year, up 2 from last month.
 - Juvenile nonfiction 158, up 79 from last year, up 35 from last month.
 - Attendance was 467, up 52 from last year, up 62 from last month.

Committee Reports:

- Grant updates
 - Parking lot – We're waiting to hear from sewer project engineer Steve Rennard when and where construction will occur so that we can then get new quotes from contractors with the understanding that a start date is dependent on when the sewer work is complete. We'll probably ask 3Ben and Giardini if their original quotes are still feasible or need to be reworked; and LC Whitford, the sewer contractor. Ronda will ask Steve if he thinks LC Whitford will be interested in quoting.
 - Air conditioning – The AC grant application was cleared by CCLS and forwarded to NYS.
- Security cameras – FSC is still awaiting parts, then will plan the installation, and give us a date.

Old Business:

- Addition / remodel
 - After very open and productive discussion, we decided to reach out for help to determine what we can do to maximize the utilization of the existing library building instead of building a new addition, with the goal of being able to realize all of the benefits that are expected of a new addition. This will require a major cleaning out of unused materials and furnishings, relocation of lesser used items and functions, and repurposing of many areas of the building, including the basement areas. We need professional help to determine what is both legal and safe to do in the basement areas; and what it will take to make them usable.
 - Heather will talk with the two architects who developed proposals for a new addition to see if they are interested in looking at this option.
 - We will seek guidance from CCLS. Someone from CCLS is already scheduled to visit soon for another purpose.
 - Beth is going to start a major weeding of the Hill Wing main floor books and materials.
 - Original basement floor – some of the asbestos tiles are cracked, so we need to get that area permanently sealed for health reasons ASAP.

New business:

- Job description modification – Although there wasn't much time to really work on job descriptions, we did talk with Beth about a list created by Heather of desired programming, public relations & advertising, library displays and cleaning tasks and their frequency. We will continue to work to update job descriptions that reflect the current and desired operation of the library.

Adjournment: Heather moved to adjourn, second by Bri. Carried.

Next meeting: February 9, 2026

Respectfully submitted,

Bill Sponsler, Secretary